



**SARAWAK OIL PALMS BERHAD**  
**GROUP OF COMPANIES**

## **JOB VACANCIES**

In line with our expansion programme, we would like to invite dynamic and suitable individuals to join us on board for the following positions:-

### **1. SENIOR PLANTATION CONTROLLER**

Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 15 years of hands on working experience and is familiar with field operational management.
- Should possess the ability of formulating and planning budgets, quality control and financial functions.
- Highly independent, multi-tasking, meticulous, agile, precise and able to evaluate projects or assignments.
- Good command in both written & spoken English and Bahasa Malaysia.

### **2. CORPORATE FINANCE MANAGER**

Requirements:

- Possess a Degree in Finance/ Accountancy from recognized institution or professional bodies such as CPA/ CIMA/ ACCA/ MACPA or equivalent.
- At least 3-5 years working experience in merchant bank and involve in corporate advisory work.
- Able to understand complex operations and business concepts and design appropriate financial models thereafter.
- Ability to work independently and meet tight deadlines in a challenging environment.
- Experience with a scalable and disciplined finance function including budgeting, financial modelling, and deep data analysis.
- Exceptional communication and interpersonal skills with ability to lead projects and to interface with senior management.

### **3. SUSTAINABILITY CONSERVATION MANAGER**

Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 3-5 years related working experience.
- Practical working knowledge of conservation agriculture.
- Demonstrated experience with farmer mobilization, participatory research in the seed sector, and/or with soil, crop, and water management with resource-conserving technologies in Malaysia.
- Good understanding of conservation agriculture practices and scale-appropriate machinery, and demonstrated ability to find innovative solutions to problems encountered in the field.
- Highly independent, multi-tasking, meticulous, agile, precise and able to evaluate projects or assignments.
- Good command in both written & spoken English and Bahasa Malaysia.
- Good knowledge of global legislation, regulations, standards and practices.

### **4. HEAD OF MECHANIZATION**

Requirements:

- Possess at least a Degree in Mechanical Engineering/ Automotive Engineering.
- At least 3-5 years working experience in various production, crop protection, irrigation, and harvesting equipment.
- Excellent facilitation, communication, and team-building skills.
- Expertise with agricultural machinery is a plus.
- Must be willing to travel to rural areas.

**5. QUALITY CONTROL MANAGER**

## Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 5 - 10 years of hands on working experience and is familiar with field operational management.
- Should possess the ability of formulating and planning budgets, quality control and financial functions.
- Knowledge of Safety and ISO would be an advantage.
- Understanding and excellent skills in the area of QA / QC.
- Strong understanding in process control and statistical analytical tools methods.
- Possess good planning, analytical skills, reliable and able to work with minimum supervision.
- Able to work independently and meet tight schedules.
- Good command in both written & spoken English and Bahasa Malaysia.

**6. GENERAL MANAGER (PROPERTY DIVISION)**

## Requirements:

- Candidate must be in a position of currently managing a sizable sales budget (RM 1 billion per annum or above).
- Possess at minimum, a Degree in Civil Engineering, Quantity Surveying or Business with at least ten (10) years relevant experiences in general management with proven track record in similar function.
- Result-oriented and with leadership quality.
- Established and diverse media contacts in both national and local print, TV, radio and digital media outlets
- Strong training and presentation skills
- Excellent negotiation and sales skills.
- Must be prepared for significant travelling and time away from family.

**7. PUBLIC RELATIONS MANAGER**

## Requirements:

- Possess Bachelor Degree in Public Relations/Communications/Marketing or related discipline;
- Minimum 7 years' experience in public relations, journalism, corporate communications and/or marketing;
- Exemplary writing skills and excellent oral communication skills with strong proficiency in English, Bahasa Malaysia and preferably Mandarin;
- Possess outstanding organizational skills and able to demonstrate initiative and independence in carrying out multiple tasks, as well as strong critical thinking and problem solving skills;
- Ability to handle multiple details in a fast-paced and rapidly changing environment;
- Comfortable in liaising with top level management people as well as building strong relations with the stakeholder;
- Strong sense in accountability, self-motivated, resourceful and willing to take up new challenges;
- Able to plan, organize, execute and manage all activities related to Corporate Communications, Investor Relations and Public Relations;
- Able to facilitate networking initiatives and collaborative programs with relevant stakeholders
- Determined to conduct research and draw insights related to company's industry;
- Work to build strong relationships with appropriate general and industry press to facilitate critical information flow.

**8. SENIOR BUSINESS DEVELOPMENT EXECUTIVE**

## Requirements:

- 3-5 years' experience in handling marketing, sourcing and sales related tasks.
- At least possess a degree in any discipline.
- Possess creative thinking in formulating strategies and plans.
- Customer and target-oriented and thrive in a hectic and unpredictable environment.
- Able to communicate, negotiate and engage professionally with diverse stakeholders.
- Good command of written and spoken in English, Malay and Mandarin.
- Effective face-to-face and telephone sales ability.
- Outgoing, pleasant disposition and excel in team.
- Must be willing to travel including to remote area.
- Able to work independently with minimum supervision.

**9. SALES & MARKETING EXECUTIVE (PROPERTY DIVISION)****Requirements:**

- Possess a Degree/ Diploma in Marketing, Business Administration or a related discipline.
- At least 3 years working experience in property sales & marketing.
- Experience in marketing residential developments and/ or major commercial developments will be an added advantage.
- Willing to work on weekends and/ or public holidays.
- Excellent in communication and interpersonal skills.
- Good communication skills and Sales & Customer Service oriented.
- Able to liaise effectively with lawyers, relevant authorities and consultant.
- Self-motivated, resourceful, aggressive, and dedicated.

**10. PUBLIC RELATIONS EXECUTIVE****Requirements:**

- Possess a Diploma / Degree in PR & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline.
- Minimum 2-3 years working experience in advertising / event management or media industries.
- Must have good interpersonal skills and able to work independently under minimal supervision as well as in a team.
- Excellent writing, communication and presentation skills with good command of English.
- Passionate, creative, a willing worker, goal-oriented with good communication skills and an eye for detail.
- Assist in management of all media events including press conference, briefings, functions and promotional events.
- Assisting with planning, developing and implementation of PR strategies in line with business activities.
- Knowledge in graphic design / photo / videography is an added advantage.

**11. ANALYST PROGRAMMER****Requirements:**

- Possess at least a Bachelor Degree in IT or equivalent.
- Minimum 2 years full time programming experiences, but fresh graduates with excellent results and demonstrate proven programming ability will be considered.
- Must have strong .NET programming background, MVC pattern in particular, proficiency in LinQ & SQL.
- Self-starter, team player and must be willing to be allocated when required.

**12. IT EXECUTIVE****Requirements:**

- Possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma or Professional Degree in Computer Science/Information Technology or equivalent.
- At least with 2 years of working experience specializing in IT/Computer - Network/System/Database Admin.
- Provide support for in-house application system, existing IT infrastructure such as server & network administration, backup & recovery with regards to operations efficiency, system availability.
- Provide front-line technical support and troubleshooting of hardware and software problems to the end-users.
- General IT helpdesk & services coordination, license management, procurement, maintenance and support for IT hardware, software
- Must have high level of integrity, self-motivated, strong problem solving skills, team player, able to work independently and must be willing to travel when required.
- Fresh graduates are encouraged to apply.

**13. RISK MANAGEMENT EXECUTIVE****Requirements:**

- Possess a Bachelor's Degree in Accounting, Business Administration, Finance, Economics or equivalent from a recognized institution.
- At least 1-2 year(s) of working experience in the related field is required for this position.
- Preferably male who are able to work independently, under pressure and within tight deadlines.
- Must have high self-initiative, resourceful, good analytical, effective communication skills and interpersonal skills.
- Willing and able to travel for assigned work.

<p><b>14. <u>INTERNAL AUDIT EXECUTIVE</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess at least a Degree holder with at least 1-2 years of internal or external auditing experience.</li> <li>• Preferably male who are able to work independently, under pressure and within tight deadlines.</li> <li>• Must have good analytical, effective communication skills and interpersonal skills.</li> <li>• Willing and able to travel for assigned work.</li> </ul>
<p><b>15. <u>ENVIRONMENTAL OFFICER</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Degree in Environmental Engineering/ Environmental Science or other related discipline.</li> <li>• Must be willing to travel to rural areas.</li> <li>• Must be familiar with Environmental Quality Act requirements and environmental management.</li> <li>• Good sense of urgency and able to work under pressure.</li> <li>• Preferably with candidates specializing in Sustainability.</li> </ul>
<p><b>16. <u>ADMINISTRATION ASSISTANT – To Be Based In Miri &amp; Bintulu Central Workshop</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Diploma/ Degree in Business Administration or other related discipline.</li> <li>• Preferably with at least 1 - 3 years related working experience.</li> <li>• Experience in clerical work &amp; other office administrative tasks would be an added advantage.</li> <li>• Good command of English &amp; Bahasa Malaysia, and computer literate.</li> <li>• Good communication and interpersonal skill.</li> <li>• Fresh graduates are encouraged to apply.</li> </ul>
<p><b>17. <u>ASSISTANT AGRONOMIST</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma/ Degree in Agricultural Science / Biotechnology / Microbiology or any other related field.</li> <li>• Minimum 1-2 years' experience in advisory work with an established research unit.</li> <li>• Experience in field research and knowledge in oil palm and sustainable agriculture will be an added advantage.</li> <li>• Good interpersonal and communication skills and able to work independently.</li> <li>• Willing to learn, self-motivated, lots of initiative and have high degree of discipline.</li> <li>• Willing to work and live in plantation environment.</li> <li>• Fresh graduates are encouraged to apply.</li> </ul>
<p><b>18. <u>RESEARCH SUPERVISOR</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Minimum STPM/ SPM qualification.</li> <li>• Preferably with Science/ Chemistry background.</li> <li>• Willing to travel and must be prepared to work in rural conditions.</li> <li>• Fresh graduates are encouraged to apply.</li> </ul>
<p><b>19. <u>HR EXECUTIVE/ASSISTANT – To Be Based In Kuching</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess at least a Degree in Human Resource Management or in any related field with minimum 3 - 5 years related working experience.</li> <li>• Maintain confidentiality, demonstrate sound work ethics and able to perform independently.</li> <li>• Good command of Bahasa Malaysia &amp; English both written and verbal.</li> <li>• Self-motivated and able to work with minimum supervision.</li> <li>• Must have good analytical, effective communication skills and interpersonal skills.</li> <li>• Fresh graduates are encouraged to apply.</li> </ul>
<p><b>20. <u>SAFETY &amp; HEALTH OFFICER – To Be Based In Bintulu</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Green Book holder.</li> <li>• Possess a Diploma/ Certificate in Occupational Safety &amp; Health from any institution/ body/ organization that is recognized by NIOSH &amp; DOSH.</li> <li>• 2-5 years of working experience in Safety, Health &amp; Environment related functions &amp; system management.</li> <li>• Oversee, maintain &amp; improve the company's Safety, Health &amp; Environment management system.</li> <li>• Conduct risk assessment process for the organization.</li> <li>• Promote &amp; implement Safety, Health &amp; Environment programmes, safety awareness &amp; trainings.</li> <li>• Familiar with OSHA requirements and knowledgeable in safety practices.</li> </ul>

<p><b>21. <u>TRANSPORT MANAGER / MANAGEMENT TRAINEE (WORKSHOP AND TRANSPORTATION)</u></b>  <b>– To Be Based in Bintulu Central Workshop</b>  Requirements:</p> <ul style="list-style-type: none"> <li>• Candidate must possess a Degree in Mechanical &amp; Automotive Engineering/ Diploma/ Certificate in Logistics Management or any engineering discipline.</li> <li>• For Transport Manager position, at least 3 years of working experience in the related field.</li> <li>• For Management Trainee position, fresh graduates are encouraged to apply.</li> <li>• Keen interest in fleet maintenance, technical and fabrication works.</li> <li>• Willing to travel and hands on.</li> </ul>
<p><b>22. <u>TRANSPORT COORDINATOR</u></b> - To Be Based in Bintulu Central Workshop  Requirements:</p> <ul style="list-style-type: none"> <li>• Possess at least a Diploma/ Certificate holder.</li> <li>• Preferably with technical background and well - versed in logistic control.</li> <li>• At least 2 years of experience in managing fleet operation.</li> <li>• Capable of planning daily schedules/ drivers' arrangement/ monitor fleet maintenance, driver performance and productivity.</li> </ul>
<p><b>23. <u>VEHICLE WORKSHOP EXECUTIVE</u></b>- To Be Based in Bintulu Central Workshop  Requirements:</p> <ul style="list-style-type: none"> <li>• Degree / Diploma / Vocational qualification in Automotive Engineering.</li> <li>• Few years hands on experience in managing vehicle workshop operations.</li> <li>• Willing to travel/adapt to plantation environment.</li> <li>• Well versed with estates workshop operations, fleet maintenance, preventive measures, parts and technical issues.</li> </ul>
<p><b>24. <u>FOREMAN</u></b> – To Be Based In Estate Workshop  Requirements:</p> <ul style="list-style-type: none"> <li>• Vocational / MLVK / Certificate / Diploma in Automotive Engineering from technical institute.</li> <li>• At least 5 years hands-on experience.</li> <li>• Those without technical qualification, over 10 years related working experience may also be considered.</li> <li>• Able to lead a team of mechanics, parts ordering &amp; control work operation.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>25. <u>SENIOR MECHANIC / MECHANIC</u></b>– To Be Based In Estate Workshop  Requirements:</p> <ul style="list-style-type: none"> <li>• Vocational / MLVK / Certificate in Automotive Engineering for technical institute.</li> <li>• A least 2 to 7 years related working experience.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>26. <u>SENIOR WELDER / WELDER</u></b> – To Be Based In Estate Workshop  Requirements:</p> <ul style="list-style-type: none"> <li>• Preferably possesses trade school or vocational school certificates.</li> <li>• Minimum 3 years' experience in Electric Arc Welding.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>27. <u>STORE IN-CHARGE / STORE ASSISTANT</u></b> - To Be Based In Bintulu &amp; Murum, Belaga  Requirements:</p> <ul style="list-style-type: none"> <li>• Minimum a Diploma holder.</li> <li>• Good command of English &amp; Bahasa Malaysia, and computer literate.</li> <li>• Preferably with experience but training can be provided.</li> </ul>
<p><b>28. <u>WELDER / FITTER</u></b> - To Be Based In Bintulu &amp; Murum,Belaga  Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Vocational / MLVK / Certificate from technical institute.</li> <li>• Preferably with at least 3 years related working experience.</li> </ul>

Interested candidates are invited to write in giving full personal / academic details, copies of relevant certificates, testimonials, employment history, current and expected salaries, telephone contact and a recent passport-sized photograph (n.r) with **white background**. Only shortlisted candidates will be contacted for interviews.

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